

SUPERVISING JUDICIAL STAFF COUNSEL

DEFINITION

Under general direction, plans, coordinates, and assigns the professional work of judicial staff counsel that directly impacts civil litigation and criminal matters, often under exigent circumstances in an assigned geographical region of the Superior Court; performs legal research work; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class coordinates and supervises the full scope of cases and activities of a group of attorneys in a regionally defined area, consisting of two or more districts and performs legal research at the fully qualified working level of Judicial Staff Counsel. This class is distinguished from the class of Director of Staff Counsel Services in that the latter class has full county-wide and supervisory responsibilities and performs research on special projects as requested by the Judges or Court Executive Officer and oversees and consults on the most difficult assignments.

ESSENTIAL FUNCTIONS

1. Supervises the legal research activities of attorneys and legal interns assigned to a geographical region; reviews caseloads and makes assignments to ensure equitable distribution of work.
2. Supervises attorneys involved in legal research, law interns, and clerical staff; interviews candidates for positions within the unit; recommends appointment, promotion and reassignments; reviews work and prepares and signs work performance evaluations; effects minor disciplinary measures and recommends other actions in more serious cases.
3. Trains new attorneys in the techniques used for specialized legal research and analysis, and in the preparation of memoranda, documents, pleadings, and recommendations to the court; identifies, provides or arranges for developmental and training needs of subordinate staff.
4. Performs legal research at the fully qualified working level; advises judiciary and management on areas of law; conducts research on special projects requested by Judges or Court Executive Officers; maintains liaison with staff, Judges, management, and other departments or agencies.

5. Plans work to be performed by assigned staff; sets and adjusts short term priorities; gives advise, counsels or instructs subordinates on both assignments and administrative matters; ensures that the work is processed in a timely manner; reviews and approves or denies leave requests; hears and resolves concerns and complaints from subordinates; refers group or more serious matters to appropriate parties for resolution.

8.6. Conducts caseload analysis; studies work patterns and unit efficiency; develops and implements procedures to improve efficiency; improves the management of civil calendars; increases the quality of the work directed through contact with judges and the courtroom staff.

7. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Juris Doctor (J.D.) degree and four years of increasingly responsible professional level legal experience that included responsibility for work associated with area of assignment or any combination of training and experience that could provide the desired knowledge and abilities. Current membership in the State Bar of California may substitute for the education requirement. Special Requirement: Current active membership in the State Bar of California including maintaining compliance with mandatory continuing legal education (MCLE) requirements.

Knowledge of

Principles and practices of supervision; program management practices and techniques; legal research methods, practices and techniques; law and legal principles, practices and procedures as applied to area(s) of assignment specialty; legal research methods and techniques; rules of evidence; scope and role of local court rules and procedures; conduct of proceedings in trial, appellate and United States courts; judicial ethics; case management, processing and calendaring practices within the local judicial system.

Ability to

Plan, organize and manage program operations and implement program revisions; supervise, train, and review the work of others; make sound and objective decisions; evaluate program procedures and effectiveness; identify and analyze legal issues; research statutes and case law; conduct independent research of legal issues; apply legal principles to case facts and make decisions; prepare and present legal analyses and recommendations for judicial action, orally and in writing; confer with and advise judicial officers, attorneys, court support staff and the public on procedural and substantive legal

issues; handle sensitive matters with finesse and discretion; coordinate work with others; listen to argument/discussion and understand underlying problem/question; recognize and respect limit of authority and responsibility; uphold judicial ethics; work in an environment with conflicting priorities; use computer for legal research, word processing and communication.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00